Instructions for Completing Answer Sheets for the Adult Performance Outcome System Non-English Language Translations

Background

DMH has developed two generic answer sheets that can be used to collect data for all the non-English language translations.* One answer sheet is designed specifically to record data for the CA-QOL, and one is designed specifically to record data for the MHSIP. The answer sheets have been provided as a simple way to collect data from your non-English translations. *You do not need to use these answer sheets to collect your data – they are provided as a convenience.*

The answer sheets are in English. During the trial test of these translations, it was found that it was usually necessary for a staff member to administer the instruments and record the answers. Remember: the client's clinician should not assist with administration of the MHSIP.

Completion of Identifying Information in the Top Section

The identifying information in this section must be accurate since it is used to link to other departmental data sets. Specific data formatting instructions and coding values are provided in the Adult Performance Outcome Data Dictionary.

Client ID. This is the same client identification number you report to CSI. Use leading zeros if the number is less than 9 digits (e.g., if a client's number is 12345, use 000012345).

Link date. The link date is used to link a set of instruments that were administered to a client at a given administration (e.g., intake, annual, discharge). The link date must be the same on each instrument.

County Code. This is the county identification number for the county submitting the record. Use the same number you report to CSI (county numbers range from 01 to 66).

Language of Instrument. This is the language of the instrument used. Choose only one. Note: some of the possible language choices have not yet been developed.

Completion of Instrument Items

Each item is numbered to correspond to the English version of the instrument. Additionally, there are code numbers associated with the items which represent the value for each possible answer choice. These values may be located above a series of items (as with all of the MHSIP) or to the right of the bubble (as with some of the CA-QOL items).
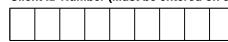
*Important:

If your county intends to use TELEform to collect the data, DO NOT use the attached form. **The website form image has been slightly reduced in order to create these files and TELEform will not be able to read the image.** Either use TELEform to print a master form from the "form definition files" provided at http://www.dmh.ca.gov/RPOD/adult-net-caqol-mhsip.htm or contact Rachel Luxemberg at rluxembe@dmhhq.state.ca.us for master copies of the answer sheets.

CALIFORNIA QUALITY OF LIFE (CA-QOL)
NON-ENGLISH LANGUAGES - ANSWER SHEET

20062

Client ID Number

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Link Date (yyyy-mm-dd)

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0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9

County Code

0 1 2 3 4 5 6 7 8 9

Language of Instrument (choose one)

- ○ Armenian
- ○ Cambodian
- ○ Chinese
- ○ English
- ○ Farsi
- ○ Hmong
- ○ Korean
- ○ Mien
- ○ Russian
- ○ Spanish
- ○ Tagalog
- ○ Vietnamese

	Terrible 1	Unhappy 2	Mostly Dissatisfied 3	Mixed 4	Mostly Satisfied 5	Pleased 6	Delighted 7
1.	①	②	③	④	⑤	⑥	⑦
2A.	①	②	③	④	⑤	⑥	⑦
2B.	①	②	③	④	⑤	⑥	⑦
2C.	①	②	③	④	⑤	⑥	⑦
3A.	①	②	③	④	⑤	⑥	⑦
3B.	①	②	③	④	⑤	⑥	⑦
3C.	①	②	③	④	⑤	⑥	⑦
3D.	①	②	③	④	⑤	⑥	⑦

4.
- ○ (5) At least once a day
- ○ (4) At least once a week
- ○ (3) At least once a month
- ○ (2) Less than once a month
- ○ (1) Not at all
- ○ (0) No family

5.
- ○ (5) At least once a day
- ○ (4) At least once a week
- ○ (3) At least once a month
- ○ (2) Less than once a month
- ○ (1) Not at all
- ○ (0) No family

	Terrible 1	Unhappy 2	Mostly Dissatisfied 3	Mixed 4	Mostly Satisfied 5	Pleased 6	Delighted 7
6A.	①	②	③	④	⑤	⑥	⑦
6B.	①	②	③	④	⑤	⑥	⑦

7A.
- ○ (5) At least once a day
- ○ (4) At least once a week
- ○ (3) At least once a month
- ○ (2) Less than once a month
- ○ (1) Not at all

7B.
- ○ (5) At least once a day
- ○ (4) At least once a week
- ○ (3) At least once a month
- ○ (2) Less than once a month
- ○ (1) Not at all

7C.
- ○ (5) At least once a day
- ○ (4) At least once a week
- ○ (3) At least once a month
- ○ (2) Less than once a month
- ○ (1) Not at all

7D.
- ○ (5) At least once a day
- ○ (4) At least once a week
- ○ (3) At least once a month
- ○ (2) Less than once a month
- ○ (1) Not at all

Client ID Number (Must be entered on each page and is used to link pages)

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	Terrible	Unhappy	Mostly Dissatisfied	Mixed	Mostly Satisfied	Pleased	Delighted
	1	2	3	4	5	6	7
8A.	①	②	③	④	⑤	⑥	⑦
8B.	①	②	③	④	⑤	⑥	⑦
8C.	①	②	③	④	⑤	⑥	⑦
8D.	①	②	③	④	⑤	⑥	⑦

	Terrible	Unhappy	Mostly Dissatisfied	Mixed	Mostly Satisfied	Pleased	Delighted
	1	2	3	4	5	6	7
14A.	①	②	③	④	⑤	⑥	⑦
14B.	①	②	③	④	⑤	⑥	⑦
14C.	①	②	③	④	⑤	⑥	⑦

9. ○ (1) Less than $25
○ (2) $25 to $50
○ (3) $51 to $75
○ (4) $76 to $100
○ (5) More than $100

10A. ○ (0)No ○ (1)Yes
10B. ○ (0)No ○ (1)Yes
10C. ○ (0)No ○ (1)Yes
10D. ○ (0)No ○ (1)Yes
10E. ○ (0)No ○ (1)Yes

15. ○ (1) Excellent
○ (2) Very good
○ (3) Good
○ (4) Fair
○ (5) Poor

	Terrible	Unhappy	Mostly Dissatisfied	Mixed	Mostly Satisfied	Pleased	Delighted
	1	2	3	4	5	6	7
11A.	①	②	③	④	⑤	⑥	⑦
11B.	①	②	③	④	⑤	⑥	⑦
11C.	①	②	③	④	⑤	⑥	⑦

	Terrible	Unhappy	Mostly Dissatisfied	Mixed	Mostly Satisfied	Pleased	Delighted
	1	2	3	4	5	6	7
16A.	①	②	③	④	⑤	⑥	⑦
16B.	①	②	③	④	⑤	⑥	⑦
16C.	①	②	③	④	⑤	⑥	⑦
17.	①	②	③	④	⑤	⑥	⑦

12A. ○ (0)No ○ (1)Yes
12B. ○ (0)No ○ (1)Yes

13. ○ 0 arrests
○ 1 arrest
○ 2 arrests
○ 3 arrests
○ 4 arrests
○ 5 arrests
○ 6 or more arrests

18. ○ (1) I decided to come in on my own.
○ (2) Someone else recommended that I come in.
○ (3) I came in against my will.

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